

SYED AMMAL ENGINEERING COLLEGE

(Approved by the AICTE, New Delhi, Govt. of Tamilnadu and Affiliated to Anna University, Chennai)

Established in 1998 - An ISO 9001:2015 Certified Institution

Dr. E.M.Abdullah Campus, Ramanathapuram – 623 502.

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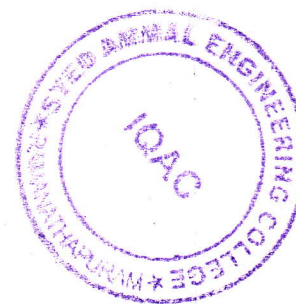
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Members of Internal Quality Assurance Cell

Academic Year 2019-2020

S.No	Name of the Expert Member	Designation and Address	Role
1	Dr. B. Jayalakshmi	Co-ordinator/ S&H, Syed Ammal Engineering College, Ramanathapuram.	Convener
2	Dr. Chinnadurai Abdullah	Correspondent, Syed Ammal Engineering College, Ramanathapuram.	Management Representative
3	Dr. M. Periyasamy	Principal, Syed Ammal Engineering College, Ramanathapuram.	Principal
4	Dr. G. Mahendran	HOD/ECE, Syed Ammal Engineering College, Ramanathapuram.	Senior Faculty
5	Dr. S. Karthikeyan	HOD/MECH, Syed Ammal Engineering College, Ramanathapuram.	Senior Faculty
6	Dr. N. Karthikeyan	HOD/PG-CSE, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
7	Dr. S. Selvaperumal	HOD/EEE, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
8	Dr. B. Muthukumar	HOD/CSE, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
9	Prof. G. PalaniSelvan	HOD/CivilEngg, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
10	Dr. S. Rajasekar	HOD/Physics, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
11	Dr. S.P.Ganesan	HOD/Maths, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
12	Mrs. B. Thenmozhi	Associate Professor, Department of Mathematics, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
13	Dr. K. Jeyabalan	Placement Officer, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
14	Dr. K. Karthikeyan	Senior Scientist, ABB Global Service Private Ltd, Chennai.	Alumni
15	Mr. B. Samsudeen	Senior Manager, Telstra India Private Limited, Chennai.	Alumni
16	Mr.K.N.Govindaraman	F/o MR.K.G.Balaji , IV EEE	Parent
17	Mr. S. Dinesh Raja	Managing Director, Smart Ladder Technologies, Chennai.	Employer





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Internal Quality Assurance Cell (IQAC)



From

The Coordinator – IQAC

Syed Ammal Engineering College

Dear Sir / Madam,

Sub: Invitation to attend the IQAC meeting for the Academic Year 2019-2020(Term I) – reg.

Greetings.

With respect to the subject mentioned above, I would like to invite you to attend the IQAC meeting for the Academic Year 2019-2020(Term I) to be held on 17.7.2019 at 12.30 P.M in the Board Room. I kindly request you to make possible to attend the meeting

Your Cooperation is highly solicited.

Thank you.

With regards


IQAC-Coordinator

Copy to

Members of IQAC



Principal

PRINCIPAL
SYED AMMAL ENGINEERING COLLEGE
LANTHAI, ACHUNTHANVAYAL (Po)
RAMANATHAPURAM-623 502.

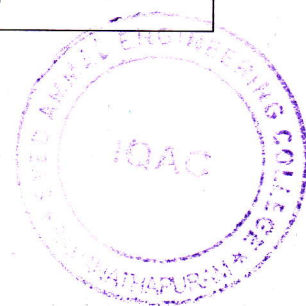


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Academic Year 2019-2020(Term I)

Syed Ammal Engineering College Dr.E.M.Abdullah Campus, Ramanathapuram – 623 502.	IQAC Meeting	Period: Term I of the Academic year 2019- 2020
Date of Meeting : 17.07.2019 Time : 12.30 P.M Venue: Board Room, SAEC		
Agenda of the Meeting		
S.No.	Points of Discussion	Discussion by
1.	Review of IQAC meeting held on 10.12.18	IQAC Coordinator
2.	Signing of MoU	Principal
3.	First hour test for the weak students	Principal
4.	Status of Research Projects, Funds, Publications, organising and attending FDP's	Principal
5.	Conduction of Engineers day celebration	HOD -Mechanical
6.	Conduction of mini project expo	ISTE Convener
7.	Conduction of college day and sports day	Principal
8.	Activities under NSS and YRC	Principal
9.	Organizing Industrial Visits, Seminars, Guest lectures; Workshops, Symposiums and Conferences for students	All HODs
10.	Review & Status of NAAC accreditation	All HODs
11.	Review of previous year Academic results and action plan for improvement for forthcoming academic year	All HODs
12.	Review of Placement of Students and training support in career services	Placement officer
13.	Review of Feedback from the stake holders viz., Students, Parents, Alumni, Employer and corrective	Principal and All HOD's





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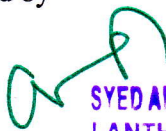
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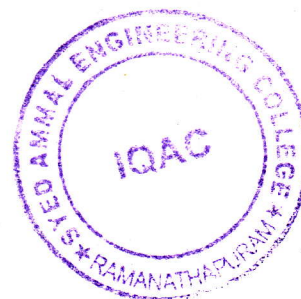
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	actions	
14.	Organising Alumni meet	Alumni Association Coordinator
15.	Parents Teacher meeting	PTA - Convener
16.	Approval of the value added courses, certificate programmes and VET courses	Principal and All HODs
17.	To confirm the Schedule of Academic audit and approving previous academic audit findings and corrective actions	Principal and IQAC Coordinator
18.	To confirm the Schedule of Department Advisory Committee Meeting	Principal and All HODs
19.	Three Days International Conference on Nanotechnology: Idea, Innovations and Initiatives	Principal and HOD- Mechanical
20.	One Day Workshop by ECE Department Megatronz'20 - A National level Students Technical Symposium by Mechanical Department C-EPOCH'20- A National level Students Technical Symposium by CSE Department	Principal and HOD- ECE, HOD- Mechanical and HOD- CSE
21.	Inter Collegiate Cultural Carnival	Principal and All HOD's
22.	Any other points with the permission of chair	IQAC Coordinator
Prepared and Verified by  (B. Jayalalitha) Convener		Approved by  PRINCIPAL SYED AMMAL ENGINEERING COLLEGE LANTHAI, ACHUNTHANVAYAL (P.O.) RAMANATHAPURAM-626 002
Date 17.7.2019		Date 17.7.2019





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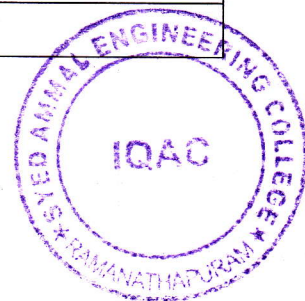
Academic Year 2019-2020(Term I)

Date of Meeting: 17.07.2019

Time: 12.30 P.M

Venue : Board Room

Minutes of Meeting			
S.No.	Point s of Discussion	Action By	Target
1	Review of IQAC framing meeting held on 10.12.2018		
	IQAC co-ordinator reviewed the minutes of IQAC held on 10.12.2018	IQAC coordinator	
2	Signing of MOU		
	Discussion made about the signing of MOU with 'We serve foundation' – Madurai, ICT Academy, Fraghren Academy soft skills training, Tirunelveli and my inception Technical and soft skills training	Principal	Forthcoming year
3	First hour test for the weak students		
	It is decided to conduct the first hour test for the weak students and other students in separate classes daily after analysing the result of Periodical test marks.	Principal	Forthcoming year
4	Status of Research Projects, Funds, Publications, organising and attending FDP's		
	Suggested the faculty members to apply for various projects and funds from government organisations and also encourage to attend FDP's and publishing papers	Principal	Forthcoming year
5	Conduction of Engineers day celebration		
	Planned to conduct programmes on Engineers day	HOD Mechanical	Forthcoming year
6	Conduction of mini project expo		



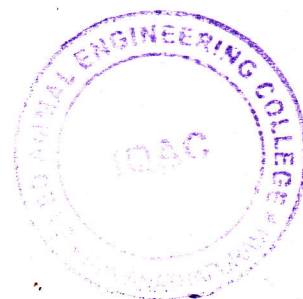


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Academic Year 2019-2020(Term I)

	Planned to conduct mini project expo under ISTE chapter	ISTE Convenor	Forthcoming year
7	Conduction of college day and sports day		
	Planned to conduct college day and sports day during the month of February	Principal	Forthcoming year
8	Activities under NSS and YRC		
	Various activities have been planned under NSS and YRC	NSS and YRC Convenor	Forthcoming year
9	Organizing Industrial Visits, Seminars, Guest lectures, Workshops, Symposium and Conferences for students		
	Elaborate discussion was made with respect to organizing industrial visits for the students.	All HOD's	Forthcoming year
10	Review & Status of NAAC accreditation		
	Elaborate discussion was made with regard to each criterion in NAAC application. Each criterion coordinator briefly explained about the contents of their criterion as well as the things to be carried out	All HOD's	Review in Next Meeting
11	Review of previous year Academic results and action plan for improvement for forthcoming year		
	Analysis of Results compared to other colleges was made. Discussion made on the improvement of results in fore-coming semester.	All HOD's	Review in next meeting
12	Review of Placement of Students and training support in career services		
	Various training programmes will be arranged for improving the placement of	Placement officer	Forth coming year



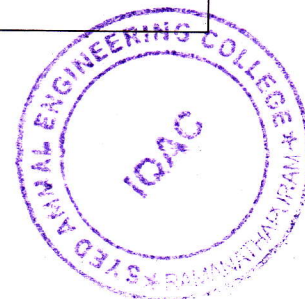


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	students		
13	Review of Feedback from the stake holders viz., Students, Parents, Alumini and Empolyer		
	The IQAC coordinator reviewed and analysed about the feedback of all stake holders such as Students, Parents, Alumni and Employer. The suggestions were provided.	Principal and All HOD's	Review in Next meeting
14	Organising Alumini meet		
	Planned to conduct alumni meet during the month of November 2020	Alumni meet Coordinator	Review in Next meeting
15	Parents Teacher meeting		
	The discussion was held with regard to conduction of PTA meetings	PTA –Convener	Points for effective conduction of parents teacher meeting in the next meeting
16	Approval of the value added courses, certificate programmes, VET courses		
	The Self learning courses offered for II, III and IV year students through Quality improvement cell(QIC) sponsored by Spoken Tutorial team, MHRD, Government of India in association with Anna University (Annexure I) has been approved	QIC Convener	Forthcoming year
17	To confirm the Schedule of Academic audit and approving previous academic audit findings and corrective action		
	Confirmed and Approved – A sample	Department of	



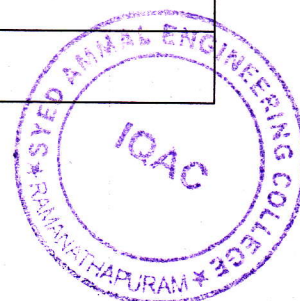


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	received from the Department of EEE	EEE conducted External Academic audit for the Academic year 2018-2019 by Dr.K.Vijayakumar, Associate Professor, IIIT Design and manufacturing, Kancheepuram on 06.07.2019 and got approved by IQAC	
18	To confirm the Schedule of Department Advisory Committee Meeting		
	Informed all HODs to confirm the schedule of conduct of Department Advisory Committee Meeting. A sample received from the Department of EEE	All HODs Department of EEE conducted its Department Advisory Committee meeting for the academic year 2018-2019 on 28.06.2019 and got approved by IQAC	
18	Three Days International Conference on Nanotechnology: Idea, Innovations and Initiatives		
	Planned to conduct Three days International conference on Nanotechnology: Innovations and initiatives. The HOD-Mechanical will take responsibility of conducting this conference successfully	HOD- MECH	Forthcoming year
19	One Day Workshop by ECE Department Megatronz'20 - A National level Students		







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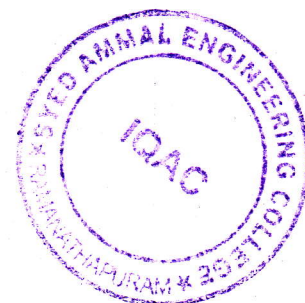


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	Technical Symposium by Mechanical Department C-EPOCH'20- A National level Students Technical Symposium by CSE Department		
	As per plan the respective departments are asked to organize the workshop and symposiums successfully	HOD- ECE	Forthcoming year
20	Inter Collegiate Cultural Carnival		
	Planned to conduct Inter Collegiate Cultural Carnival		Forthcoming year
21	Any other points with the permission of chair		
	NIL		

IQAC coordinator concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

Prepared and Verified by  (B. Jayalakshmi) Convener	Approved by  PRINCIPAL SYED AMMAL ENGINEERING COLLEGE LANTHAI. ACHUNTHANVAYAL (Po) RAMANATHAPURAM-623 502.
Date 17.7.2019	Date 17.7.2019



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9	Prof. G. PalaniSelvan	HOD/CivilEngg, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College	
10	Dr. S. Rajasekar	HOD/Physics, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College	
11	Dr. S.P.Ganesan	HOD/Maths, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College	
12	Mrs. B. Thenmozhi	Associate Professor, Department of Mathematics, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College	
13	Dr. K. Jeyabalan	Placement Officer, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College	
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15	Mr. B. Samsudeen	Senior Manager, Telstra India Private Limited, Chennai.	Alumni	
16	Mr.K.N.Govindaraman	F/o MR.K.G.Balaji , IV EEE	Parent	
17	Mr. S. Dinesh Raja	Managing Director, Smart Ladder Technologies, Chennai.	Employer	

